

Section 5.1

ACCEPTANCE PROGRAM

5.1.1 PURPOSE

To describe the Department's Materials Acceptance Program

5.1.2 AUTHORITY

Code Of Federal Regulations (CFR), Federal-Aid Policy Guide (FAPG), Subchapter G - Engineering and Traffic Operations, Part 637 - Construction Inspection and Approval, Subpart B - Quality Assurance Procedures for Construction

Sections 334.044(2), 334.044(10)(a) and 334.048 Florida Statutes

5.1.3 SCOPE

Primary Offices affected by this procedure include the State Materials Office (SMO), the State Construction Office (SCO), District Construction Offices (DCO), District Materials Offices (DMO) and Resident Construction Offices (RCO) / Operations Centers (OC).

5.1.4 ACCEPTANCE PROGRAM

The Acceptance Program ensures that the materials incorporated into construction projects meet Specifications. It is made up of the following components:

5.1.4.1 Laboratory Qualification Program

According to the CFR, all laboratories participating in acceptance testing must be qualified. The Department's Laboratory Qualification Program is described in detail in ***Materials Manual Section 5.7***.

5.1.4.2 Personnel Qualification Program

The CFR requires all personnel participating in acceptance testing to be qualified. Majority of the Department's Personnel Qualification Program is

conducted under the Construction Training Qualification Program (CTQP). The CTQP is described in the Construction Training Program Manual available on the State Construction Office website. Other specialized training and qualification programs are described in the ***Florida Department of Transportation Specifications, Section 105***.

5.1.4.3 Sampling Testing and Reporting Guide (STRG)

5.1.4.3.1 General Information

The STRG is often referred to as the SAMPLING GUIDE. It defines the responsibilities of personnel who are involved in the sampling and testing of materials that are incorporated into construction.

The STRG is applicable to federal aid and non-federal aid construction projects. It provides frequency for sampling and testing, identification of the specific location in the construction or production operation at which sampling and testing is to be accomplished, and identification of the specific attributes to be inspected which reflect the quality of the finished product as required to satisfy the acceptance program per **23 CFR 637 Part B**.

The STRG is a report from the Department's database system. It can be sorted alphabetically by material description or by material number. There are two additional options to view only the Contractor Quality Control (CQC) requirements by material description or material number. This option includes all sampling and testing that is Quality Control (QC) level and all Verification (V) level certifications that the Contractor may be required to provide.

If the sampling and testing requirements are specified in other Contract documents, such documents will become the governing authority.

5.1.4.3.2 Review and Approval

STRG requirements and information are supplemented from several sources such as new, changed or deleted specifications; input from field personnel, especially District Materials and Research Engineers (DMRE); input from SMO; input from SCO; and Federal Highway Administration (FHWA) requirements. The Director of the Office of Materials or designee makes changes to the STRG. Changes are

entered into the database where they are immediately available for inclusion in subsequent reports.

5.1.4.3.3 Update Schedule

The STRG is continuously being changed because of the creation of new materials being used on construction projects and because of input from sources mentioned under Review and Approval.

The SMO technical units make changes to the database. Appropriate personnel are immediately notified of the changes. These changes will automatically appear in any kind of subsequent reports as stated in Review and Approval.

The SCO will formally notify the SMO when changes in policy, procedures or specifications affect minimum frequencies listed in the STRG.

Normally, personnel from each SMO technical unit will review the STRG. Each entry is checked for accuracy and consistency with current Specifications, policies, etc.

5.1.4.4 Quality Control Program

The purpose of the Quality Control (QC) Program is to ensure that Contractors and Producers have Quality Control and process control measures in place prior to producing and placing materials on the Department's projects. The QC Program is described in **Materials Manual Section 5.6**. Under the CFR, the Department has the option to use Contractor Quality Control (CQC) test results as part of the Acceptance program. Because the Department elected to use the CQC option, additional requirements had to be developed. These include Department verification testing and a resolution system when QC and Verification do not compare.

5.1.4.5 Final Project Materials Certification

The Department must provide the FHWA with a Final Project Materials Certification certifying "the results of the tests used in the acceptance program indicate that the materials incorporated in the construction work, and the construction operations controlled by sampling and testing, were

in conformity with the approved plans and specifications.” It must also list any exceptions to the certification. The details for the Final Project Materials Certification can be found in ***Materials Manual Section 5.4***.

5.1.5 ROLES AND RESPONSIBILITIES

5.1.5.1 State Materials Office (SMO)

The SMO is responsible for establishing policy regarding the Acceptance Program as it relates to sampling and testing. The SMO coordinates CQC requirements with the SCO.

5.1.5.2 State Construction Office (SCO)

The SCO is responsible for establishing policy regarding the Acceptance Program as it relates to Construction Engineering and Inspection.

5.1.5.3 District Materials Offices (DMOs)

The DMOs are responsible for implementing the Acceptance Program policies as determined by the SMO and SCO. The DMOs coordinate with District Construction Offices and RCOs/ OCs as needed. The DMOs provide technical assistance for materials related issues.

5.1.5.4 District Construction Offices (DCOs)

The DCOs are responsible for implementing the Acceptance Program policies as determined by the SMO and SCO. The DCOs coordinate with the DMOs and Resident Offices as needed to ensure that the Quality Assurance Program for Construction (QAPC) programs are managed on the project level. The DCOs provide technical assistance on contract administration issues.

5.1.5.5 Resident Construction Offices (RCOs) / Operations Centers (OCs).

The RCOs/OCs are responsible for applying the QAPC programs on the project level. They coordinate with the DCOs and DMOs as needed for materials and contract administration matters.

5.1.6 TRAINING

None needed.

5.1.7 FORMS

None needed.